

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #11-093 OPENING DATE: 03 June 2011 CLOSING DATE: 02 July 2011

## FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE:  X  ARMY NATIONAL GUARD   AIR NATIONAL GUARD

POSITION TITLE: ADMIN NCO (31B20) HIGHEST GRADE AUTHORIZED SGT/E5

ORGANIZATION AND LOCATION: DET 1, 29<sup>TH</sup> MILITARY POLICE COMPANY (CS), MG BOYD M. COOK ARMORY, 13817 RITCHIE ROAD, CASADE, MARYLAND 21719

**SALARY:** Full Military Pay and Allowances, depending on rank and longevity of selectee.

**WHO MAY APPLY: OPEN TO CURRENT AGR SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR, TRADITIONAL MEMBERS OF THE MARYLAND ARMY NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"><li>1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.</li><li>2. Must not be under current suspension of favorable personnel actions.</li><li>3. Applicants must not be entitled to receive Federal military retired or retainer pay.</li><li>4. Must be able to serve at least three good years in active status prior to mandatory removal.</li><li>5. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.</li><li>6. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.</li><li>7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.</li></ol>	<ol style="list-style-type: none"><li>1. Must meet entry requirements of AR 135-18.</li><li>2. <u>Must be medically qualified under AR 40-501, Chap 3 and 4 or 5, as applicable within 12 months prior to initial entry. Selectee must be medically certified as drug free, be tested for HIV within 24 months prior to initial entry.</u></li><li>3. Enlisted soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a. SSG and above not MOS Q may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT.</li><li>4. As a condition of employment, service members may be required to attend a mandatory PEC training within the first year from the in-processing date if selected.</li></ol>	<ol style="list-style-type: none"><li>1. <b>Soldiers who have not completed a minimum of 18 month of their initial tour, must submit a memorandum waving the 18 months stabilization rule approved by their command.</b></li><li>2. Must meet requirements of AR 135 -18 and NGR 600-5.</li><li>3. ARNG/ARNGUS soldiers must possess MOS of the AGR duty position or be able to qualify in that MOS with 12 months.</li><li>4. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.</li><li>5. Must be within grade requirements of MTOE/TDA position and NGB staffing guide.</li></ol>

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**DESCRIPTION OF DUTIES:** Provides administrative support for unit of assignment. Assists the commander, 1SG and Readiness NCO in performing unit-level human resources actions. Reviews and processes STAP packets, NCOERs, and MILPO orders. Maintain correspondence tracking log. Assists in managing pay actions. Must be able to type military and non-military correspondence, messages, orders, reports, regulations, forms, requisitions, directives, SOPs, and similar material. Material is typed in both draft and final copy using written notes, drafts, verbal instructions or other sources to produce copy. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, etc. Employs basic principles of English grammar and composition. Proofreads typed material and corrects as necessary. Assembles final product for review, signature, authentication or other disposition. Serves as the primary manager of electronic distribution and administrative correspondence. **PERFORMS OTHER DUTIES AS ASSIGNED.**

**QUALIFICATIONS REQUIRED: MOS 31B20.** Applicant must have a valid state driver's license and High School Diploma or GED. A physical demands rating of moderately heavy. A physical profile not more than **222221**. Must have Red/green color discrimination. Qualifying scores: a minimum score of **95** in aptitude area **ST** in Armed Services Vocational aptitude Battery (ASVAB) tests administered **prior to 2 January 2002 or a minimum score of 92** in aptitude area **ST** on ASVAB tests administered **on and after 2 January 2002 and prior to 1 July 2004** or a minimum score of **91** in aptitude area **ST** on ASVAB tests administered **on and after 1 Jul 2004**. Must possess a valid state motor vehicle operator license. Must be able to operate military equipment and vehicles organic to unit of assignment. Must have a security clearance level of **CONFIDENTIAL**. Applicant must possess potential to perform required duties and become MOSQ within 12 months if selected for position. **Any soldier more than two grades below the authorized grade on this announcement can apply but a TAG approved waiver is required if selected for the position.**

#### SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. **Undergrade personnel who are selected must first become MOS qualified and number 1 on the EPS list before being promoted. (SF 52 must be submitted by the command).**
3. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
4. You must have at least 3 years remaining on current enlistment on the first day of the initial tour. Applicants must re-enlist or extend in order to meet this requirement.
5. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service. On board AGR soldiers who do not become qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
6. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. NGB Form 34-1, signed, dated and annotated job number and email contact information
2. Selected individual may be required to undergo a Periodic Health Assessment and HIV test.
3. Signed certified copy of **updated** DA Form 2-1 or **updated** ERB from **MSC Personnel SVC SGT.**
4. PQR from **MSC Personnel SVC SGT.**
5. Five latest NCOERs for on board AGR applicants, and as available for junior soldier/NCO applicants. (Gaps in rating periods **MUST** be explained by Chain of Command.)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER.
7. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, no more than 5 years old).
8. All soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
9. All soldiers must have documentation showing they meet current APFT retention standards IAW AR 40-501; provide DA Form 705, not more than 6 months old for current AGR members and 12 months for traditional members.
10. DA 3349 must be submitted for soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
  - a) NGB Form 23A (RPAS Retirement Points from (**Unit or MSC Personnel SVC SGT.**))
  - b) Provide **all** DD Form 214s. (**Long version copies 2, 4, 7, or 8**)
13. Forward application and attachments to: ***Human Resources Office  
ATTN: MDNG-HRO-AGR  
Fifth Regiment Armory  
Baltimore, MD 21201-2288***
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-200 for Enlisted.

**NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned. BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED**